



Rod R. Blagojevich, Governor  
Barry S. Maram, Director

## Illinois Department of Public Aid

201 South Grand Avenue East  
Springfield, Illinois 62763-0001

Telephone: (217) 524-7244  
TTY: (800) 526-5812

November 3, 2003

### INFORMATIONAL NOTICE

TO: Long Term Care Providers

RE: Reporting Resident Death – Corrected Telefax Telephone Number

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The telefax number contained in the Informational Notice dated October 6, 2003, is incorrect. While faxes that have been sent to that number were channeled to the correct Department of Human Services' Exceptions Processing Unit (EPU) personnel, a telefax number is dedicated for reporting long-term care facility resident deaths. **When telefaxing a completed Form DPA 1156, Long Term Care Notification, facilities should use (217) 557-4210.**

With the exception of providers who participate in the LTC/EDI system, this telefaxed notification continues to be required within five working days of a resident's death. A fax confirmation must be retained by the facility as documentation. Facilities not participating in the LTC/EDI system should also continue reporting resident deaths to the Department of Human Services local office using Form DPA 1156.

Providers who participate in the LTC/EDI system are required to electronically submit a change in resident status to the Department through their REV vendor within five working days.

Questions should be directed to the Bureau of Long Term Care at (217) 524-7244.

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